

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	12/06/2016
Placement of Item on the Agenda:	OTHER STAFF RECOMMENDATIONS: - PERSONNEL
Item Status:	New
Submitted By:	Andrea Rider
From:	Brian Peacock, CIS Director Andrea Roberson, Personnel Director
ITEM TITLE	
Request for Leave of Absence	
STAFF RECOMMENDATION	
<p>At the request of the CIS Director, approve a Leave of Absence for employee #186128 (a probationary employee), commencing on November 28, 2016, and ending February 24, 2017, as outlined in the Baldwin County Employee Handbook, Section IV. I. "If an employee exhausts all of his or her annual, sick and FMLA leave and still needs additional time off for personal or health reason, he or she may apply for an unpaid leave of absence for a period of up to three (3) months. The request for leave must be given to the employee's supervisor and Appointed Department Head at least thirty (30) days prior to the start of the requested leave date unless the leave is an emergency. Any request for leave of absences must be approved or denied by the County Commission."</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals	Yes

set forth in the Strategic Plan?	
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
Which Commission policy is applicable to this recommendation?	Personnel Policy IV.H. Leave of Absence
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	No
Newly created position?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	Yes
Required Action and Time Line for Implementation:	Letter to employee information the approval or denial of the requested leave of absence.
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	Personnel
ATTACHMENTS	
N/A	
APPROVALS	
Budget	
Personnel	Andrea Rider 11/30/2016 3:27:54 PM
Administration	Keri Green 11/30/2016 3:58:33 PM
Chairman and County Administrator	Ronald Cink 11/30/2016 4:01:26 PM